

Global Changes

- 1) All references to “Board of Selectmen” are changed to be “Select Board”.
- 2) All references to “Selectmen” are changed to “Select Board”.
- 3) All references to “Town Administrator” changed to “Town Manager”
- 4) All references to “Zoning Board of Adjustment” changed to “Zoning Board of Adjustment / Development Review Board”
- 5) Renumbering is PENDING
- 6) Minor formatting changes

Administrative Code References

There are sections in the Charter which reference an “Administrative Code”. The SB must develop this Administrative Code/Policy document, the sections which reference this are:

- 130-208 e) Library Trustee reference, probably irrelevant
- 130-210 a) Removal of officers
c) Process for handling an “absent” officer
- 130-303 a) Describe and define Town operations
b) Personnel Policy
- 130-407 Tax exemption / Stabilization

Section Changes – Version 1.0

- 130-001 No changes
- 130-002 No changes
SB changes “Board of Selectmen” to “Selectboard”
- 130-003 No changes

- 130-101 a) SB adopts CC revision
b) No changes
c) No changes
- 130-102 SB adopts Manager Form
- 130-103 SB adopts CC revision
- 130-104 No changes
- 130-105 a) SB removes reference to Storm Water
SB adopts CC revision
Question – Is there a need for broad-basing the expense of a utility expansion?
b) No changes
- 130-106 No changes
- 130-107 a) No changes
b) No changes
c) SB adopts CC revision

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License Mass Appraiser dropped and replaced with Listers

d) SB changes “Town Administrator” to “Town Manager”

130-201 No changes

130-202 No changes

130-203 No changes

130-204 No changes

130-205 SB adds new trailing sentence

130-206 SB changes “Town Administrator” to “Town Manager”

130-207 a) SB puts adds Lister Position back in

SB adopts CC revision to drop “seven” from “Library Trustees”

Caveat added to Delinquent Tax Collector (voters may assign Duties to Manager)

b) No changes

c) No changes

d) SB adopts CC revision

Question – Is there a need for a neglect of Duty Clause?

130-208 a) No changes

b) No changes

c) No changes

d) No changes

e) SB adopts CC revision

f) SB inserts language concerning Tax Collector being possibly assigned to Manager

g) No changes

h) SB inserts new section for Listers terms

NEED WORDING for handling Moderator when absent for Special Meeting

130-209 a) No changes

Question – Should the percentage needed be raised from 10%?

b) No changes

c) No changes

d) No changes

e) SB inserts new section regarding limit of one petition per year

130-210 a) SB replaces “Town Administrator” with Town Manager”

SB removes Licensed Mass Appraiser

b) SB adopts CC revision

SB inserts “/Development Review Board” when referencing ZBA

c) No changes

130-211 No changes

130-212 SB inserts new section “Town Manager; Qualifications”

130-212a SB inserts new section “Town Manager; Duties and Responsibilities”

Question – Ability of SB to override Manager?

130-212b SB inserts new section “Town Manager; Absence”

130-213 SB adopts CC revision

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- 130-214 SB replaces License Mass Appraiser with Listers
- 130-301 a) SB adopts CC revision
 b) No changes
 c) No changes
 d) No changes
 e) No changes
 Question – Is there a need for some sort of Emergency Clause?
- 130-302 No changes
- 130-303 No changes
- 130-304 No changes
- 130-401 No changes
- 130-402 a) SB adopts CC revision
 b) No changes
- 130-403 SB inserts new last sentence that gives it authority to place an article on the ballot
- 130-403a SB inserts new section “Petitions for Support; Savings Clause”
- 130-404 a) SB adopts CC revision
 b) SB replaces “Town Administrator” with Town Manager”
 c) SB adopts CC revision
- 130-405 No changes
- 130-406 a) SB adopts CC revision
 b) SB changes to allow for SB discretion
 c) SB changes “Town Administrator” to “Town Manager”
 SB drops the words “payroll or”
 d) SB adopts CC revision
 e) SB adopts new section for handling payroll
- 130-407 No changes
- 130-408 a) No changes
 b) SB drops this provision
 c) Becomes “b.”; no other changes
 d) Becomes “c.”; no other changes
- 130-409 a) No changes
 b) No changes
 c) No changes
 d) SB changes one year of borrowing to five
 e) No changes
 f) New section that allows SB to move money in a budget if legal
- 130-410 a) SB drops Town Clerk and Treasurer reference, “General” becomes “appropriate”
 b) No changes
- 130-501 a) No changes

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- b) SB changes “2 other public places” to 5
 - c) No changes
 - d) No changes
 - e) SB adopts CC revision, but modifies to allow an ordinance effective immediately
 - f) No changes
- 130-502 SB changes “Town Administrator” to “Town Manager”
- 130-503 No changes
- 130-504 No changes
- 130-505 No changes
- SB to revise so that this also references “Article” <<< further work needed
- SB notes a possible conflict with last sentence and 130-604 <<< further work needed
- 130-506 No changes
-
- 130-601 No changes
- 130-602 No changes
- 130-603 No changes
- 130-604 No changes
-
- 130-701 No changes
-
- 130-801
- a) No changes
 - b) SB replaces “Town Administrator” with Town Manager”
Language changes to state that Manager’s contract remains in effect
 - c) SB strikes last sentence which references the turnover of Listers
 - d) No changes
 - e) No changes
 - f) No changes
 - g) No changes
 - h) SB adopts CC revision with minor change
 - i) SB adopts CC revision
 - j) No changes
 - k) SB adopts CC revision
 - l) SB adopts CC revision

Section Changes – Version 1.1

NOTES:

1. Unanswered questions from version 1.0 are carried forward into this version.

- 130-103 Question – Is there a need to reference statute
- 130-105 Question – Is there a need for broad-basing the expense of a utility expansion?
- 130-207 d) SB changes last sentence to better define what incapacity means to the Moderator
This was previously thought to be best handled in 208, but 207 already had language
Question – Is there a need for a neglect of Duty Clause?
- 130-209 Question – Should the percentage needed be raised from 10%?
- 130-212 SB removes section c), which required the manager to live in Northfield.
- 130-212a Question – Ability of SB to override Manager?
- 130-301 Question – Is there a need for some sort of Emergency Clause?
- 130-505 SB changes wording so adoption of a rule/article AND ordinance can occur by petition

Section Changes – Version 1.2

NOTES:

1. Change Log version 1.0 referenced an addition of 130-406e; this change was put into 130-406d.
2. Unanswered questions from version 1.1 are carried forward into this version.

- 130-103 Question – Is there a need to reference statute
- 130-105 Question – Is there a need for broad-basing the expense of a utility expansion?
- 130-207 Question – Is there a need for a neglect of Duty Clause?
- 130-212a Corrected misspelling of Manager in section title
f) SB inserts “for their approval”
h) Question – ability to request reports more often than quarterly?
Question – Ability of SB to override Manager?
- 130-212b Corrected misspelling of Manager in section title
SB adds termination or death of Manager as absence (so SB may appoint replacement)
- 130-301 Question – Is there a need for some sort of Emergency Clause?
- 130-403 SB qualifies the article as being an NGO article
Question – Inconsistency with 90 day window - see 505 (120 days) and 604 (40-60 days)
- 130-406 b) Question – Should the Admin Code define a limit for Grant acceptance w/o approval?
c) SB allows each Selectboard to handle payroll differently
- 130-505 Question – Inconsistency with 120 day window - see 403 (90 days) and 604 (40-60 days)
- 130-604 Question – Inconsistency with 40-60 day window - see 403 (90 days) and 505 (120 days)

Section Changes – Version 1.3

- 130-103 SB does not feel that Statute needs to be referenced; question dropped
- 130-105 SB does not feel broad-basing utility expense is appropriate; question dropped
- 130-207 d) Last sentence; “Town Meeting or” dropped from before the term “Special Town Meeting”
SB does not feel a Neglect of Duty clause is needed; question dropped
- 130-208 h) “years” changed to “year”
- 130-211 “two (2)” changed to “four (4)”; consistency with 301 and 501
- 130-212a SB feels that nothing prohibits reports more frequent than quarterly; question dropped
SB feels that there are enough controls on the Manager; question dropped
- 130-214 b) Sentence changed to read:
“Upon the recommendation of the Listers, the Select Board may approve the hiring of a Licensed Mass Appraiser/Professional Assessor to assist them in the execution of their duties.”
- 130-301 e) “two other” changed to “four (4)”; consistency with 211 and 501
SB feels the Emergency Clause language is implied; question dropped
- 130-403 New stand alone sentence inserted prior to last sentence which reads: “It shall be a general requirement that an NGO submitting a petition shall present the reason(s) for their request to the Select Board prior to the Select Board endorsing the Ballot item”.
Possible time-window inconsistency with 505 and 604 left alone
- 130-403a Last sentence first paragraph; “Town Annual Town Meeting” changed to “Town Annual Meeting”.
- 130-406 a) The following wording inserted after “(NGO)”; “which adheres to section 403”
c) New trailing sentence added: “All warrants and payroll warrants signed outside of a regular Select Board meeting must be ratified by the Selectboard at a subsequent meeting.”
- 130-409 f) Sentence changed to read: “Funds may be transferred within budgets upon Select Board authorization subject only to limitations of law.”
- 130-410 “S” added to the word “FINE” in section title
- 130-501 b) “five (5)” changed to “four (4)”; consistency with 211 and 301
- 130-505 Possible time-window inconsistency with 403 and 604 left alone
- 130-604 Possible time-window inconsistency with 403 and 505 left alone

No further outstanding questions or issues exist after the Select Board meeting on Charter held on 2012/01/20.

Section Changes – Final Version – Version 1.4

At a duly warned meeting of the Selectboard held on January 20th, 2012, the Selectboard approved the Town Charter of Northfield with the corrections and modifications shown in Version 1.3. Version 1.3 however still retained the numbering of the sections as they came from the Charter Committee, which was not always sequential. Further, in making modifications to the Charter, the Selectboard inserted new sections – principally to address the retention of Town Manager Form of Government as well as the Listers.

The final task then is to renumber the now finalized Charter so that the numbering is cleanly ascending and starts with section 101 (research shows that this is how other Charters are numbered). This log therefore shows the changes to section numbers from what they were to what they have now become.

130-001	->	130-101
130-002	->	130-102
130-003	->	130-103
130-101	->	130-104
130-102	->	130-105
130-103	->	130-106
130-104	->	130-107
130-105	->	130-108
130-106	->	130-109
130-107	->	130-110
130-201	->	130-201
130-202	->	130-202
130-203	->	130-203
130-204	->	130-204
130-205	->	130-205
130-206	->	130-206
130-207	->	130-207
130-208	->	130-208
130-209	->	130-209
130-210	->	130-210
130-211	->	130-211
130-212	->	130-212
130-212a	->	130-213
130-212b	->	130-214
130-213	->	130-215
130-214	->	130-216
130-301	->	130-301
130-302	->	130-302
130-303	->	130-303

Section 207 references section 208 – no change needed

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130-304	->	130-304
130-401	->	130-401
130-402	->	130-402
130-403	->	130-403
130-403a	->	130-404
130-404	->	130-405
130-405	->	130-406
130-406	->	130-407
130-407	->	130-408
130-408	->	130-409
130-409	->	130-410
130-410	->	130-411
130-501	->	130-501
130-502	->	130-502
130-503	->	130-503
130-504	->	130-504
130-505	->	130-505
130-506	->	130-506
130-601	->	130-601
130-602	->	130-602
130-603	->	130-603
130-604	->	130-604
130-701	->	130-701
130-801	->	130-801

Section 130-109 (previously 103-106) references 130-404
Section 130-406 (previously 130-405) references 130-404
Both of the above references were changed to 130-405

Section 130-109 (previously 130-106) references 130-406
Reference changed to 130-407